

**ALAMO NAVAJO SCHOOL BOARD, INC.**  
**POSITION DESCRIPTION**

**TITLE:** Facility Maintenance Worker

**EMPLOYMENT TERM:** 12 Month Full-Time

**DIVISION:** Health Services

**DEPARTMENT:** Wellness Center

**EXEMPT/NON-EXEMPT:** Exempt

**FUNDING SOURCE:** IHS Contract Carryforward

**QUALIFICATION:**

1. High School graduate or GED and valid New Mexico driver's license.
2. Basic knowledge of: basic construction, including concrete, masonry, roofing, flooring, structural and finish carpentry; safe, effective operation of common hand and power tools; electrical, plumbing and HVAC systems; fire and safety codes.
3. Sufficient oral and written English skills necessary to follow detailed and technical instructions and to maintain adequate communication with ANSB and Wellness Center staff, contractors and outside agency personnel; ability to prepare routine paperwork required by the job.
4. Must be physically fit: able to lift up to 50 lbs. frequently and up to 100 lbs. occasionally.
5. Technical certification or a building trade license in areas such as carpentry, plumbing, electrical, heating and cooling preferred.
6. 2-3 years prior experience in building maintenance preferred.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership, who meet the qualifications above in accordance with the requirements of P.L. 93-638 and the Navajo Tribal Code.

**SUPERVISED BY:** Wellness Center Director

**SUPERVISES:** NONE

**PAY RANGE:** Grade G, ANSB, Inc., General Salary Scale

**WORKING HOURS:** 40 hours per week, 8am to 5pm

**LUNCH HOUR:** Normally 12-1PM

**POSITION GOAL:** Maintains, repairs, improves the physical facilities/systems associated with the Wellness Center to ensure that the building is in good operating condition; maintains surrounding grounds and parking lot areas.

**DUTIES AND RESPONSIBILITIES:**

1. Performs building maintenance duties of a general nature including but not limited to: replacing external and internal light fixtures, bulbs, tubes; cleans clogged plumbing drain lines; moves furniture and equipment; makes repairs to floors, coverings, walls, ceilings, and roofs; tapes, plasters, caulks, paints surfaces as indicated with appropriate materials; performs routine checks on heating/cooling units, hot water heaters, overhead sprinkler and alarm systems.
2. Performs more complex repair and maintenance duties within the incumbent's abilities or with assistance, including, but not limited to: repair, replacement or construction on concrete walkways,

ramps and stairs; replacement of minor electrical components such as switches, outlets, fixtures and frayed wires; carpentry such as hanging and repairing doors and jams, installing locksets, working with windows, cabinets, minor remodeling, etc.; plumbing such as replacement or repair of hot water heaters, faucets, toilets, drains, disposals, etc.; routine and scheduled maintenance of heating and cooling units.

3. Performs grounds maintenance duties such as removal of snow and ice from sidewalks, entryways, parking lots; weed and erosion control, parking lot surface repair/sealing painting, landscaping, etc.; picks up trash and litter from grounds, and transports trash from center to appropriate dumping area.
4. Cleans and maintains drainage ditches and waterways.
5. Periodically checks any perimeter fencing for repairs.
6. Performs and records daily checks on the operation of heating, cooling, and other equipment.
7. Maintains maintenance logs on all equipment.
8. Maintains facility compliance logs for safety and EPA standards.
9. Completes all reports, records, checklists, operational logs and other paperwork required to document and manage assigned work completion.
10. Assists custodial staff in the setting up for special events or programs.
11. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc., and Wellness Center Policies and Procedures.
12. Represents Alamo Navajo School Board, Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
13. Maintains a high personal standard of professional and ethical conduct; accepts professional responsibility for keeping informed on current educational topics and advancements.
14. Provides for own professional growth through ongoing program of reading, and attendance at relevant workshops and trainings.

**SPECIAL CONDITIONS:**

This is a child sensitive position subject by law to finger printing and a criminal/character background investigation.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

**BOARD APPROVAL:** 5/25/05

**CERTIFICATION:** I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete accurate.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date